

NAVSUP Fleet Logistics Center Norfolk Contracting Department, Philadelphia Office intends to solicit for symposium support services for the Navy's Office of the General Counsel's annual training symposium on an unrestricted, full and open basis. The symposium is to take place in the Washington, DC metro area during May 2016. Request for Quote N00189-15-T-3407 contemplates a Firm Fixed Price type contract. The anticipated period of performance is for six days, five nights in May during a mutually agreed upon week. The quoter will be required to provide lodging for approximately 200 guests within the approved Government per diem rate (billed to individual travelers). The quoter will also be required to provide multiple meeting rooms for the various sessions of the symposium as outlined in the Statement of Objectives below. The quoter will also be required to provide transportation to and from local airports as outlined in the Statement of Objectives. This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6 using Simplified Acquisition Procedures under FAR Part 13; as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; a quote is being requested and a written solicitation will not be issued- PAPERCOPIES OF THE SOLICITATION WILL NOT BE AVAILABLE. The Government will not pay for information received. The NAICS code is 721110 with a size standard of \$32.5M. The solicitation document and incorporated provisions and clauses are those in effect through the current Federal Acquisition Circular. It is the quoter's responsibility to be familiar with the applicable clauses and provisions. The clauses may be accessed in full text at this address: <http://farsite.hill.af.mil>.

The Contract Line Items (CLINS) are as follows: 0001 – OGC Symposium Support (Base Year); 0002 – Audio/Visual package (Base Year Option); 0003 – Evening Session (Base Year Option); 1001 - OGC Symposium Support (Option I); 1002 – Audio/Visual package (Option I); 1003 – Evening Session (Option I); 2001 - OGC Symposium Support (Option II); 2002 – Audio/Visual package (Option II); 2003 – Evening Session (Option II); 3001 – OGC Symposium Support (Option III); 3002 – Audio/Visual package (Option III); 3003 – Evening Session (Option III); and 4001 (OGC Symposium Support (Option IV); 4002 – Audio/Visual package (Option IV); 4003 – Evening Session (Option IV). A single award will be made. The statement of objectives is as follows:

### **Introduction:**

The Office of General Counsel (OGC) requires services to support an Annual Training Symposium. The four day event block must fall within the month of May and not during the week of a Federal Holiday (Memorial Day). The symposium must be held within the Washington D.C. area to include Maryland and Virginia, with available taxi or hotel shuttle service to Reagan National Airport, Baltimore Washington International or Dulles International Airports. The accommodating facility must be within 12 miles of the Pentagon. Additionally, the accommodating facility must be able to provide a complete meeting package, i.e. lodging, large general session meeting space, break out rooms, parking for local attendees, and symposium services, to include audio-visual services. The contract will include a base requirement in 2016 and four options that may be exercised in 2017, 2018, 2019 and 2020.

## **Symposium Period of Performance**

Travel Arrival Day (Saturday and Sunday) – Attendee hotel check-in. No meeting facility requirements.

Symposium Day One (Monday) - full day of Symposium activities - Approx. 11 hours; includes set-up and take down preparation and eight to nine hours of training. See program of events for rooms and equipment.

Symposium Day Two (Tuesday) - full day of Symposium activities - Approx. 11 hours; includes set-up and take down preparation and eight to nine hours of training. See program of events for rooms and equipment.

Symposium Day Three (Wednesday) full day of Symposium activities – Approx. 11 hours; includes set-up and take down and eight to nine hours of training. See program of events for rooms and equipment.

Symposium Day Four (Thursday) full day of Symposium activities – Approx. 11 hours; includes set-up and take down and eight to nine hours of training. See program of events for rooms and equipment. Travel Departure CONUS attendees

Travel Departure Day (Friday) – OCONUS attendees. No meeting facility requirements.

## **Lodging Requirements**

Government Per Diem rate required for overnight accommodations (individual bill).

Based on historical levels, OGC anticipates the following for six nights of lodging:

Day	# of Rooms	
Saturday	12	Travel Arrival Day – OCONUS Attendees
Sunday	100-125	Travel Arrival Day – CONUS Attendees
Monday	175-200	Symposium Day 1 (Seminar Day)
Tuesday	175-200	Symposium Day 2 (Command Day)
Wednesday	175-200	Symposium Day 3 (General/Plenary Session & Breakouts)
Thursday	100-125	Symposium Day 4 (General/Plenary Session & Breakouts) and Travel Departure Day - CONUS
Friday	5	Travel Departure Day – OCONUS Attendees

- The above number of rooms is based on historical levels and is not guaranteed occupancy levels.

- Travelers will use individual Government travel credit cards for lodging and incidental expenses.
- All lodging to be done at one location.
- Rapid check in/out procedures.
- Government Per Diem rate required for overnight accommodations (individual bill).

## **SYMPOSIUM REQUIREMENTS**

### **Audio-Visual:**

- **Audio Visual Requirement** – Laptop computers **with CD drives**, projectors, projection screens, microphones and podiums required in All Rooms - All Four Days (Monday – Thursday). Internet Access for the Central Office Room w/printer/scanner **Sunday – Thursday**. Offers must include pricing for this requirement which will be evaluated.
- **Optional Contract Line Item Numbers (CLINs)** - These CLINs are not guaranteed and will be ordered upon a determination of need and available funding.
  - Provide separate pricing for the following Audio and Visual (A&V) recording options:
    - Pricing on equipment and labor to A&V record sessions – on Monday, Wednesday and Thursday (not Tuesday).
    - Pricing on equipment and labor to A&V record plenary/general sessions and all breakout sessions on Wednesday and Thursday only.
    - Pricing on equipment and labor to A&V record plenary/general sessions only - Wednesday and Thursday.
  - Provide separate pricing for the following Internet access (Wi-Fi or Ethernet)
    - Pricing on Internet access for all rooms on Monday, Wednesday, and Thursday (not Tuesday).

- Pricing on Internet access for plenary sessions and all breakout sessions scheduled on Wednesday and Thursday only.
- Pricing on Internet access for plenary/general sessions only - Wednesday and Thursday.

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**Program of Events:**

**Sunday (SETUP)**

Central Office Room/Command Post  
Internet Access w/printer-scanner

Storage Room

[OGC requires early in the morning and late in the evening access to overnight Storage and Central Office/Command Post rooms for set-up and storage purposes].

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**Monday (SEMINAR DAY)**

Central Office Room/Command Post  
Internet Access w/printer-scanner

Storage Room

Lobby/Foyer Area:

- 4 - 6 Skirted registration tables, w/2 chairs per table.
  - 2 additional tables behind registration tables for supplies
  - 4 tables in front of each Seminar Day room
- 1 Message board

Easels for Monday events:

- 3 - At entrance (for welcome & directional signs)
- 3 - Next to registration table (for registration and CLE signs, plus one extra)
- 3 - Extra easels for general purposes
- 8 - (4) Seminar Day room signage, and (4) Symposium displays

**Seminar #1: Environmental Law Seminar – 7:30 a.m. – 5:00 p.m.**

Classroom style set up (2 per table) for 80 – 120 participants

Riser – w/Podium and microphone

Table to side of podium w/4 chairs & 2 tabletop mics

Cordless Lavalier or handheld microphone

Laptop w/CD drive, projector, projection screen, wireless mouse

Table and electrical outlets for projectors; if not ceiling mounted  
Water/glasses for all attendees  
Registration Table and Easel outside meeting room

**Seminar #2: Intellectual Property Seminar – 7:30 a.m. – 5:00 p.m.**

Classroom style set up (2 per table) for 80 – 120 participants  
Riser – w/Podium and microphone  
Table to side of podium w/4 chairs & 2 tabletop mics  
Cordless Lavalier or handheld microphone  
Laptop w/CD drive, projector, projection screen, wireless mouse  
Table and electrical outlets for projectors; if not ceiling mounted  
Water/glasses for all attendees  
Registration Table and Easel outside meeting room

**Seminar #3: Litigation Seminar – 7:30 a.m. – 5:00 p.m.**

Classroom style set up (2 per table) for 80 – 120 participants  
Riser – w/Podium and microphone  
Table to side of podium w/4 chairs & 2 tabletop mics  
Cordless Lavalier or handheld microphone  
Laptop w/CD drive, projector, projection screen, wireless mouse  
Table and electrical outlets for projectors; if not ceiling mounted  
Water/glasses for all attendees  
Registration Table and Easel outside meeting room

**Seminar #4: Ethics Counselor Certification – 7:30 a.m. – 5:00 p.m.**

Classroom style set up (2 per table) for 80 – 120 participants  
Riser – w/Podium and microphone  
Table to side of podium w/4 chairs & 2 tabletop mics  
Cordless Lavalier or handheld microphone  
Laptop w/CD drive, projector, projection screen, wireless mouse  
Table and electrical outlets for projectors; if not ceiling mounted  
Water/glasses for all attendees  
Registration Table and Easel outside meeting room

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**Tuesday (COMMAND DAY)**

Central Office Room/Command Post  
Internet Access w/printer-scanner

Storage Room

Lobby/Foyer Area:

4 - 6 Skirted registration tables, w/2 chairs per table.  
- Two additional tables behind registration tables for supplies  
1 Message board

Easels for Tuesday events:

- 3 - At entrance (for welcome & directional signs)
- 3 - Next to registration table (for registration and CLE signs, plus one extra)
- 3 - Extra easels for general purposes
- 13 - (5 to 9) Command Day room signage and (4) Symposium displays

Command Day Rooms (5 to 9 rooms)

Approximate # of people: 10-100 per room.

Room setup varies – (U-Shape, classroom, or theater style). Riser needed for larger rooms w/podium and microphone. Table to side of podium w/4 chairs & 2 tabletop mics

Cordless Lavalier or handheld microphone

Laptop w/CD drive, projector, projection screen, wireless mouse

Table and electrical outlets for projectors; if not ceiling mounted

Water/glasses for all attendees

Registration table and easel outside meeting room

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**Wednesday (Plenary/General Session and Breakout Rooms)**

Central Office Room/Command Post

Internet Access w/printer-scanner

Storage Room

Color Guard Room – room for the Color Guard to set up and prepare.

Nursing Mother's Room

- w/refrigerator
- Table w/4-6 chairs

Guest Speaker Green Room – room for the guest speakers to wait until their presentation.

Lobby/Foyer Area:

4 - 6 Skirted registration tables, w/2 chairs per table.

- Two additional tables behind registration tables for supplies

6 Skirted vendor/display tables, w/2 chairs per table.

6 Skirted tables w/chairs for COPS, groups and/or subcommittees

1 Message board

42" - 46" TV w/rolling cart (to run honorary awards presentation)

Easels for Wednesday events:

- 3 - At entrance (for welcome & directional signs)
- 3 - Next to registration table (for registration and CLE signs, plus one extra)
- 6 – Symposium/vendor signage

8 – (6) Breakout room signage and (2) Plenary Session displays

**Plenary/General Session (7:30 am - 12:00 noon) Grand Ballroom**

Setup for 500-600 participants, classroom seating for 300-400, theater seating for remainder.

First 2 rows set 2 per table (VIP/reserved spots)

5 armless chairs in front – to side of riser for Brass Quintet

Riser: Podium with microphone

Table to side of podium with 4 chairs and 4 mics

Awards table behind podium on riser

2 hand held microphones

2-3 cordless Lavalier microphones

Laptop w/CD drives and wireless mouse; capability to run audio/video clips embedded in presentations

2 large projection screens and projector(s)

Dedicated technical support to run audio-visual/mixer table

Water/glasses on tables

Easel outside Grand Ballroom entrances

Draperies behind stage.

**Lunch Time Breakouts (three rooms) Professional Responsibility and two other sessions (approx. time (12:15 – 1:15))**

Breakout Room 1 (Professional Responsibility)

Classroom Style (2 per table); last two rows theatre – set up for 250; riser for large rooms, w/podium and head table w/2 chairs.

Laptop w/CD drive, w/wireless mouse

Projector and Projection Screen

Table and electrical outlets for projector and computer if not ceiling mounted

Breakout Rooms 2 and 3

Classroom Style (2 per table); last two rows theatre – set up for 75

Laptop w/CD drive, w/wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer if not ceiling mounted

**Afternoon Breakouts (six rooms) in concurrent use, over three separate sessions w/two breaks between each breakout session. Approx. time 1:30 pm – 5:00 pm**

**Breakout Room 1:**

Classroom set up for 200 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

Breakout Room 2:

Classroom set for 150 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

Breakout Room 3:

Classroom set up for 120 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

Breakout Room 4:

Classroom set up for 90 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

Breakout Room 5:

Classroom set for 90 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

Breakout Room: 6

Classroom set for 90 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

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**Thursday (Plenary/General Session and Breakout Rooms)**



Central Office Room/Command Post  
Internet Access w/printer-scanner

Storage Room

Color Guard Room

Nursing Mother's Room

- w/refrigerator
- Table w/4-6 chairs

Guest Speaker Green Room

Lobby/Foyer Area:

- 4 - 6 Skirted registration tables, w/2 chairs per table.
  - Two additional tables behind registration tables for supplies
- 6 Skirted vendor/display tables, w/2 chairs per table.
- 6 Skirted tables w/chairs for COPS, groups and/or subcommittees
- 1 Message board
- 42" - 46" TV w/rolling cart (to run honorary awards presentation)

Easels for Thursday events:

- 3 - At entrance (for welcome & directional signs)
- 3 - Next to registration table (for registration and CLE signs, plus one extra)
- 6 - Symposium/vendor signage
- 8 - (6) Breakout room signage and (2) Plenary Session displays

**Plenary/General Session (7:30 am - 12:00 noon) Grand Ballroom**

Setup for 500-600 participants, classroom seating for 300-400, theater seating for remainder.

- First 2 rows set 2 per table (VIP/reserved spots)
- 5 armless chairs in front - to side of riser for Brass Quintet
- Riser: Podium with microphone
  - Table to side of podium with 4 chairs and 4 mics
  - Awards table behind podium on riser
- 2 hand held microphones
- 2-3 cordless Lavalier microphones
- Laptop w/CD drives and wireless mouse; capability to run audio/video clips embedded in presentations
- 2 large projection screens and projector(s)
- Dedicated technical support to run audio-visual/mixer table
- Water/glasses on tables
- Easel outside Grand Ballroom entrances
- Draperies behind stage.

**Lunch Time Breakouts (three rooms) Professional Responsibility and two other**

**sessions (approx. time (12:15 – 1:15))**

Breakout Room 1 (Professional Responsibility)

Classroom Style (2 per table); last two rows theatre – set up for 250; riser for large rooms, w/podium and head table w/2 chairs.

Laptop w/CD drive, w/wireless mouse

Projector and Projection Screen

Table and electrical outlets for projector and computer if not ceiling mounted

Breakout Rooms 2 and 3

Classroom Style (2 per table); last two rows theatre – set up for 75

Laptop w/CD drive, w/wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer if not ceiling mounted

**Afternoon Breakouts (six rooms) in concurrent use, over three separate sessions w/two breaks between each breakout session. Approx. time 1:30 pm – 5:00 pm**

**Breakout Room 1:**

Classroom set up for 200 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

**Breakout Room 2:**

Classroom set for 150 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

**Breakout Room 3:**

Classroom set up for 120 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

**Breakout Room 4:**

Classroom set up for 90 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

Breakout Room 5:

Classroom set for 90 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

Breakout Room: 6

Classroom set for 90 (some theater seating in the back)

Riser for larger rooms w/Podium and microphone

Head table next to the podium w/ 2 chairs and a tabletop microphone

Laptop w/CD drive and wireless mouse

Projector and projection screen

Table and electrical outlets for projector and computer; if not ceiling mounted

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**Optional Contract Line Item Number (CLIN) Pricing for Evening Session**

(Wednesday evening during the week of Training Symposium). This Optional CLIN is not guaranteed and will be ordered upon a determination of need and available funding.

Room for 250 - 350 attendees

Time: 5:30 pm to 9:00 pm

**Parking:**

- General
  - o To accommodate all local attendees. (approximately 300-350).
- Reserved/Valet
  - o (4) slots Guest Speakers - Monday Seminar Day
  - o (8) slots VIPs/Guest Speakers, (1) slot for Award Presenter and (1) Handicap Accessible slot (Wed. & Thur.)
  - o (3) (All four days )
- Quoters should include a price per vehicle for general parking or indicate if the parking is complimentary. Attendees will pay for their individual parking; therefore, quoters shall not include parking charges in its submission.
- Reserved/valet spaces shall be included in the price quote or the submission should note if these spaces are provided at no additional cost.

**Other Requirements:**

- Communications devices (2) to communicate with hotel and audio-visual staff.
- Cutoff for lodging reservations is to be no earlier than two weeks prior to symposium start date.

The following FAR/DFAR clauses and provisions are applicable to this acquisition:

52.202-1 Definitions JAN 2012  
52.203-3 Gratuities APR 1984  
52.203-5 Covenant Against Contingent Fees APR 1984  
52.203-7 Anti-Kickback Procedures OCT 2010  
52.204-3 Taxpayer Identification OCT 1998  
52.204-6 Data Universal Numbering System Number DEC 2012  
52.204-7 System for Award Management JUL 2013  
52.212-1 Instructions to Offerors--Commercial Items FEB 2012  
52.212-3 Offeror Representations and Certification--Commercial Items DEC 2012  
52.212-4 Contract Terms and Conditions--Commercial Items SEP 2013  
52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Deviation 2013-O0019) JAN 2014  
52.216-24 Limitation Of Government Liability APR 1984  
52.217-9 Option to Extend the Term of the Contract  
52.222-1 Notice To The Government Of Labor Disputes FEB 1997  
52.222-3 Convict Labor JUN 2003  
52.222-19 Child Labor -- Cooperation with Authorities and Remedies JAN 2014  
52.222-21 Prohibition of Segregated Facilities FEB 1999  
52.222-26 Equal Opportunity MAR 2007  
52.222-35 Equal Opportunity for Veterans SEP 2010  
52.222-36 Affirmative Action For Workers With Disabilities OCT 2010  
52.222-37 Employment Reports on Veterans SEP 2010  
52.222-50 Combating Trafficking in Persons FEB 2009  
52.223-6 Drug-Free Workplace MAY 2001  
52.223-18 Encouraging Contractor Policies To Ban Text Messaging While Driving AUG 2011  
52.225-1 Buy American Act--Supplies FEB 2009  
52.225-13 Restrictions on Certain Foreign Purchases JUN 2008  
52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. DEC 2012  
52.232-1 Payments APR 1984  
52.232-18 -- Availability of Funds  
52.232-33 Payment by Electronic Funds Transfer-System for Award Management JUL 2013  
52.233-2 Service of Protest SEP 2006  
52.233-3 Protest After Award AUG 1996

52.233-4 Applicable Law for Breach of Contract Claim OCT 2004  
52.244-6 Subcontracts for Commercial Items DEC 2010  
52.247-34 F.O.B. Destination NOV 1991  
52.252-2 Clauses Incorporated By Reference FEB 1998  
52.252-6 Authorized Deviations in Clauses APR 1984  
252.203-7000 Requirements Relating to Compensation of Former DoD Officials.  
252.203-7002 Requirement to Inform Employees of Whistleblower Rights JAN 2009  
252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting.  
252.209-7993(DEV) Representation by Corporations Regarding an Unpaid Delinquent  
Tax Liability or a Felony Conviction under Federal Law - Fiscal Year 2014  
Appropriations (Deviation) FEB 2014  
252.232-7003 Electronic Submission of Payment Requests and Receiving Reports JUN  
2012  
252.232-7006 Wide Area WorkFlow Payment Instructions May 2013

To be awarded this contract, the offeror must be registered in the SAM.  
(<https://www.sam.gov/portal/public/SAM/>). All vendors MUST have a publicly visible  
registration in the System for Award Management (SAM). Duns & Bradstreet, CAGE  
Code & Federal Tax ID numbers MUST be listed on quotes.

Submit the following documents in response to this RFQ:

Quotation Cover Page (See attached document)

Technical Capability Statement

- Quoters shall provide a capability statement that demonstrates how it will  
comply with the SOO requirements (limited to no more than three pages).

Price Quotation by CLIN

- Compliance with approved Government per diem rates is required.
- Breakdown should be provided to include: Lodging rates, including self-  
parking; and symposium space rental price to support requirements in the  
Statement of Objectives, including all Audio/Visual needs.
- The resultant order will only provide payment for the symposium space rental  
and associated Audio/Visual needs. The resultant order does not provide for  
payment of lodging, nor should it be included in the price quote submitted.

Evaluation Criteria – It is the Government’s intention to make award to the lowest price,  
technically acceptable quoter. Quoters may propose a sliding scale of facility costs based  
upon the actual occupancy rate during the symposium. If a sliding scale is used, the  
Government will evaluate the highest price submitted.

All questions in response to this notice must be submitted by email to  
[nicholas.milillo@navy.mil](mailto:nicholas.milillo@navy.mil) no later than 4:00 PM EST Wednesday, 23 September 2015.  
A site visit to the hotel may be required prior to award. The deadline for quotes is  
Tuesday, 29 September 2015 by 4:00 PM EST. Quoters who fail to complete and submit  
the requirements above may be considered non-responsive.